

How to Complete the New Timesheet

- ◆ Only use black ink.
- ◆ Enter time worked in hours and minutes (HH:MM). No more decimals!
- ◆ Write only one number per box.
- ◆ Write the numbers clearly.
- ◆ Stay within the lines.
- ◆ Do not use white-out!
- ◆ You can only claim the hours that you are authorized for the month.
- ◆ Claiming too many hours on any pay period will delay payment!
- ◆ Do not submit your timesheet early, it will delay your payment!
- ◆ Timesheets need to be signed by you and your IHSS Recipient!



Recipient	JOHN SMITH	Hours Submitted	H 63	M 00										
Provider	JANE DOE	Hours Not Paid	H 1	M 15										
Service Period:	12/16/2011 to 12/31/2011	Process Date:	01/06/2012											
Record your daily hours and minutes like these samples		Hours Paid	H 61	M 45										
4 Hours 45 Minutes: <table border="1"><tr><td>4</td><td>5</td></tr></table> 6 Hours 30 Minutes: <table border="1"><tr><td>6</td><td>3</td></tr></table> 10 Hours: <table border="1"><tr><td>1</td><td>0</td></tr></table> Total Time: <table border="1"><tr><td>2</td><td>1</td></tr></table> : <table border="1"><tr><td>1</td><td>5</td></tr></table>		4	5	6	3	1	0	2	1	1	5	Pay Rate	\$ 8.00	
4	5													
6	3													
1	0													
2	1													
1	5													
How To Fill In Timesheet 1. Enter the hours and minutes worked in the boxes next to the date you worked. 2. Only use blue or black pen. 3. Do Not write on timesheet except in hours, minutes, signature, and date boxes. 4. The IHSS Program will Not pay over authorized hours. 5. Payment will be based on daily hours. 6. Do Not cross out or white out on the timesheet. 7. Be sure both Recipient and Provider have signed and dated on back of timesheet. 8. Do Not fold the timesheet.		Timesheet #	123456789123											
		Current	YTD											
		Gross	.00	.00										
		Payment Adj	.00	.00										
		Federal/EIC	.00	.00										
		Addt Federal	.00	.00										
		State	.00	.00										
		Addt State	.00	.00										
		FICA	.00	.00										
		Medicare	.00	.00										
		SOVDIEC	.00	.00										
		Share of Cost	.00	.00										
		Recovery	.00	.00										
		Lien	.00	.00										
		Health	.00	.00										
		Dues	.00	.00										
		Health Trust	.00	.00										
		COPE/PEOPLE	.00	.00										
		Initiation	.00	.00										
		Other Insurance	.00	.00										
		Net Pay	.00	.00										

Detach timesheet before mailing. (Save the top portion for your information)

Provider #	123456789	Type	IHSS	123:45
Provider Name	JANE DOE			
Recipient Care #	05-1234567			
Recipient Name	JOHN SMITH			

Fill in time for each day worked
 Añade el tiempo para cada día que en haya trabajado.
 Llena el tiempo para cada día que en haya trabajado.

Days of the Month

Timesheet # 123456789 Pay Period - 01/01/2012 to 01/15/2012

SAMPLE

Pay based on daily hours
 Pago basado en las horas diarias
 款項將會依據每日的時數

Total



Los Angeles County
Department of Public Social Services



New Timesheet Process for In-Home Supportive Services (IHSS):

What IHSS Providers Need to Know

If you have any questions or want additional information, visit our website at:

<http://dpss.lacounty.gov/dpss/ihss/default.cfm>



Payroll Processing for IHSS is Changing Statewide

- On September 3, 2013, Los Angeles County will begin using a **new** computer system that will improve timesheet processing.
- The entire state of California will use the same computer system.

What is Changing

- ✓ New timesheet.
- ✓ New timesheet processing facility.
- ✓ You will not submit your timesheet to your local office or LA County.
- ✓ How to report a change of address.
- ✓ No more decimals. You will enter time in hours and minutes (HH:MM).

What is not Changing

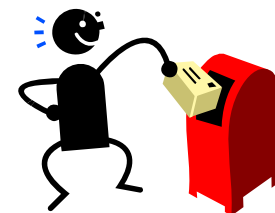
- ✓ You will continue receiving your timesheet in the mail with your paycheck or paystub if you receive direct deposit.
- ✓ Direct Deposit will remain the same.
- ✓ Both you and your IHSS Recipient need to continue signing the timesheet.
- ✓ If your timesheet has no mistakes, you should receive your paycheck within 14 days.
- ✓ If you do not receive your paycheck in 14 days, **you may call the local IHSS office to check the status of the timesheet.**

The New IHSS Timesheet

- ✓ Is barcoded, for easy tracking.
- ✓ New timesheets are scanned and imaged.
- ✓ It is important that you write numbers clearly to avoid your timesheet from being rejected.

Where to Send the New Timesheet for Processing

IHSS Timesheet Processing Facility
P.O. Box 2380
Chico, CA 95927-2380



How to Complete a Change of Address



- ✓ You will need to complete a new form, the SOC 840.
- ✓ Do not include the change of address form with your IHSS timesheet.
- ✓ Mail the change of address to your local IHSS office for processing.

The address change form (SOC 840) is available online at <http://dpss.lacounty.gov/dpss/ihss/default.cfm> or by calling your **county IHSS Provider Clerk.**